



## Sustainability Project Manager: Design out Waste

**Department:** Office of Sustainability

**Reports to:** Director of Sustainability, Julie Newman

**Hours:** Fulltime, 40 hours

**Schedule:** Hybrid office/remote

**Salary Grade:** 10

The Office of Sustainability (MITOS) seeks to transform MIT into a powerful model—that generates just, equitable, and scalable solutions for responding to the unprecedented challenges of a changing planet. To achieve our mission, we seek to advance a collaborative process that engages and elevates a diverse set of voices to foster operational excellence, education, research, and innovation on our campus.

As outlined in Fast Forward: MIT's Climate Action Plan for the Decade, MIT recognizes that the world will not solve the climate problem without solving the intertwined problems of equity and economic transition. This role needs to advance inclusive processes that recognize that the most innovative solutions will be informed by a diversity of perspectives, populations, and functions, including those that have been historically marginalized.

### **Position Overview:**

The Sustainability Project Manager will advance the goals and commitments outlined in MIT's Fast Forward: Plan for Climate Action for the Decade. This position will be responsible for designing, developing and executing programs that design out waste across material life-cycles: including design, production and procurement process through acquisition, use, re-use and waste disposal.

This is a multi-faceted position that will provide leadership and implementation strategies developed through a collaborative design process – working with a diverse set of students, staff and faculty across MIT Departments, Labs, Centers, and Residential Dorms. The Sustainability Project Manager will lead the development and implementation of related data management, strategic planning, analysis, and collaborative relationships as well as seek to leverage the campus as a test bed to inform implementation of waste impact goals as outlined in the Fast Forward Plan.

Success in this role will be demonstrated through catalyzing measurable campus impacts across MIT Departments, Labs, Centers, and Dorms, which include wide-spread adoption, scaling and replication of sustainable materials management strategies as well as collaborations that execute programs demonstrating waste diversion and reduction.

### **Principal Duties and Responsibilities (Essential Functions):**

Catalyze, lead, manage and facilitate collaborative processes to ensure successful implementation of campus-based programs, plans and processes for designing out waste from MIT.

**Specific functions:**

1. Ensure alignment with MIT values and commitments to diversity, equity, inclusion and sustainability; including procurement and sourcing activities; campus disposal behaviors; and material production and processing beyond campus.
2. Provide strategic leadership and implementation of campus-based waste pilots to inform replicable and scale-able campus standards for centralized waste collection (food waste, recycling and trash) in dorms, offices, labs and other academic buildings. This requires collaboration and understanding of operational processes with partners including Office of Custodial Services, Residential Life, Office of Materials and Recycling and Campus Services as well as engagement with students through collaborations including Waste Watchers, UA Sustain, GSC and Student Sustainability Consortium.
3. Design, develop and implement, with partners, initiatives that drive MIT achievement of Fast Forward impact goals related to waste.
4. Monitor, track and report related Fast Forward impact goal performance, working closely with operational and data partners. Seek to identify additional performance metrics and support the data collection process as needed to support the work across departments, labs and centers at MIT.
5. Partner with the Department of Facilities in efforts to manage MIT's waste hauling vendors, driving data-driven sustainability performance throughout waste operations that aligns and supports MIT's Fast Forward commitments for reduction of waste.
6. Partner with MIT Environmental Health and Safety and lead when necessary to inform the Safe and Sustainable Labs initiative with a focus on testing and standardizing efforts to design out waste from labs by leveraging MIT re-use tools (i.e. Rheaply), sustainable procurement, expanding lab recycling programs and implementing enhanced waste education and collection methods.
7. Partner with Systems Performance & Turnover, Campus Services and Capital Construction groups to ensure that materials management considerations and standards are documented, updated, tracked and implemented for major renovation and new construction projects.
8. Lead and collaborate in efforts to design and implement design out waste strategies associated with department, building-level and dorm or lab-level Sustainability and Climate Action Plans.
9. Catalyze and drive development of sustainable procurement goals, guidelines, policies, programs and metrics in partnership with centralized campus and departmental functions for sourcing, contracting and procurement of goods and services, including VP for Finance (i.e. "Purchase with Purpose") and VP Campus Services and Stewardship.



10. Create a robust and culturally aware capacity building process that exposes MIT staff from a variety of backgrounds to cutting edge innovative strategies from peer institutions and the private sector to inform departmental level design out waste planning.
11. Seek support, expertise and engagement from faculty, industry and government practitioners at City, State, National and International scales, to enhance and improve efforts to design out waste.
12. Support students and faculty in academic and research-related issues that leverage the campus as a test bed for designing out waste and facilitate the integration of sustainability into the student experience.
13. Represent MITOS on project teams managed by VP Campus Services and Stewardship and/or the MIT Office of Sustainability.
14. Represent MITOS on related MIT/City of Cambridge committees as directed.
15. Represent MITOS as a thought leader in events and forums inside and outside of MIT by providing public presentations to targeted and general audiences. (i.e. vendors, sustainable business development organizations, peer organizations like SPLC and Ivy+).
16. Represent MITOS as a thought leader in events and forums in and outside of MIT.
17. Work closely and collaboratively with other sustainability project managers to develop a shared strategy and to execute joint projects that advance the mission of the office.

**Supervision Received:**

This position will report directly to the Assistant Director in the Office of Sustainability.

**Supervision Exercised:**

This position will be expected to hire and manage one to two student research assistants per academic year and summer.

**Requirements:**

1. Bachelor's degree (Master's preferred) in a related field or equivalent training commensurate with a Master's degree and years of professional experience.
2. Minimum 5 years of related experience.
3. Demonstrated experience in sustainability programs in universities (or similar institutions), particularly in project management, community engagement, performance analysis, communications development, and website content management.



4. Must be familiar with issues pertaining to waste and related impacts, building operations, design and construction.
5. Demonstrated commitment to the values of justice, equity, diversity, and inclusion within the climate and sustainability field.
6. Demonstrated impact working on and integrating racial, economic, and climate justice initiatives.
7. Demonstrated self-awareness, cultural competency and inclusivity, and ability to work with colleagues and stakeholders across diverse cultures and backgrounds and serving the needs of diverse populations.
8. Demonstrated oral and written communication skills including strong public speaking.
9. Familiarity with applied sustainability research and advanced understanding of waste, environmental and sustainability issues.
10. Ability to work with and analyze data to inform the monitoring and reporting of waste goals and development of programs and plans.
11. Demonstrated evidence as a team player.
12. Proficiency with using software such as MS Word, MS powerpoint and basic spread sheet tools like Microsoft excel.

**About the MIT Sustainability Program:**

[sustainability.mit.edu](https://sustainability.mit.edu)

**Application Information**

Contact: Massachusetts Institute of Technology

**Online App. Form:**

[https://careers.peopleclick.com/careerscp/client\\_mit/external/jobDetails/jobDetail.html?jobPostId=24007&localeCode=en-us](https://careers.peopleclick.com/careerscp/client_mit/external/jobDetails/jobDetail.html?jobPostId=24007&localeCode=en-us)